



UNITED STATES MARINE CORPS  
III MARINE EXPEDITIONARY FORCE, FMF  
UNIT 35601  
FPO AP 96606-5601

IN REPLY REFER TO:  
ForO 7001.2C  
12  
21 JUN 1994

FORCE ORDER 7001.2C

From: Commanding General  
To: Distribution List

Subj: PROCEDURES FOR THE FINANCIAL MANAGEMENT OF THE III MARINE  
EXPEDITIONARY FORCE (III MEF) EXERCISE PROGRAM

Ref: (a) III MEF Campaign Plan  
(b) FMFPacO P7000.4B

Encl: (1) Executive Summary  
(2) Responsibilities  
(3) Funding Classifications  
(4) Sources of Funding  
(5) Budget Formulation  
(6) Budget Execution  
(7) Accounting Procedures

1. Purpose. To define procedures and responsibilities related to the financial management of the III MEF Exercise Program.

2. Cancellation. ForO 7001.2B.

3. Information. The III MEF Exercise Program is established to support designated exercises directed by CG, III MEF or higher headquarters that contribute to accomplishing the goals established in reference (a). Major subordinate command (MSC) scheduled exercises or local training are not included in the III MEF Exercise Program.

4. Concept

a. Financial support for materials, services, subsistence, travel and per diem associated with the III MEF Exercise Program is the responsibility of CG III MEF. The budget in support of this program comes from within the overall III MEF budget provided by Commander, Marine Forces Pacific (COMMARFORPAC). No additional funding for these expenses is received from a Unified Commander or the Chairman of the Joint Chiefs of Staff (JCS).

b. Support is provided from higher headquarters commanders for Strategic Mobility in the following categories: Transportation of People (TOP), Transportation of Things (TOT), and Port

ForO 7001.2C  
21 JUN 1994

Handling, Inland Transportation (PH&IT). Budgeting for these categories of support is coordinated by the MEF G-4.

c. Overall management of the budget for the III MEF Exercise Program is the responsibility of the MEF G-3. Budget formulation and execution for a specific exercise in the program is delegated to an Officer Conducting the Exercise (OCE).

d. Key factors for a dependable budget supporting the III MEF Exercise Program are appropriate entry/utilization of accurate historical financial data in Marine Corps Standard Accounting, Budget and Reporting System (SABRS) and the timely development of exercise schedules, force lists, operational objectives, and early logistical planning.

e. This order does not include procedures for blue dollar (Operations and Maintenance, Navy) support of III MEF aviation units. Instructions governing blue dollar funding are contained in reference (b).

## 5. Action

a. MSC commanders will:

(1) Comply with the responsibilities and requirements of the III MEF Exercise Program as outlined in the enclosures.

(2) Allocate funding to support unit training and local exercises not sponsored by III MEF and ensure proper collection of budget estimates for these exercises for inclusion in the III MEF Training, Exercise and Employment Plan (TEEP) and 3120 Data Base.

b. OCEs will comply with the guidance outlined in the enclosures.

c. The Assistant Chief of Staff (AC/S), G-3, III MEF, will provide general oversight and is responsible for management of the III MEF Exercise Program budget as outlined in the enclosures.

d. AC/S, Comptroller, III MEF, will support the MEF G-3 in developing and executing financial requirements for the III MEF Exercise Program as outlined in the enclosures.

e. The III MEF staff will provide financial oversight of exercise planning and execution within their staff cognizance according to guidance outlined in the enclosures.

6. Enclosures

- a. Enclosure (1) summarizes the exercise fund process.
- b. Enclosure (2) lists responsibilities.
- c. Enclosure (3) defines funding classifications used to account for exercise fund expenses.
- d. Enclosure (4) defines sources of funds for events scheduled in the III MEF Exercise Program.
- e. Enclosure (5) describes the process by which Exercise Program budget estimates are developed.
- f. Enclosure (6) describes the process by which the Exercise Program budget is executed.
- g. Enclosure (7) describes the accounting processes inherent in management of the Exercise Program budget.

  
J. L. BRENNAN  
Chief of Staff

DISTRIBUTION: LISTS I/II

## **EXECUTIVE SUMMARY**

1. **Overview.** The III MEF Exercise Program is established in order to provide MEF oversight for approximately 20 annual exercises that are directed by higher headquarters and generally require participation by more than one III MEF MSC. The III MEF staff determines appropriate resources to be allocated to this program and how those resources will be allocated among each exercise within it. Once the OCE is assigned by CG III MEF, overall financial responsibilities for the exercise are delegated to the OCE and his/her staff.

### **2. Key Personnel**

a. **AC/S, G-3.** Overall manager of the III MEF Exercise Program. The Fund Administrator for the III MEF Exercise Program budget.

b. **AC/S, Comptroller.** Financial advisor to the MEF G-3 on budget formulation and execution matters related to the III MEF Exercise Program.

c. **AC/S, G-1.** Overall manager of Temporary Additional Duty (TAD) policy issues related to the III MEF Exercise Program.

d. **AC/S, G-4.** Overall logistic manager and advisor to the MEF G-3 for material and service support, subsistence, strategic mobility, PH&IT, environmental, and contracting requirements associated with the III MEF Exercise Program.

e. **AC/S, G-6.** Overall manager and advisor to the MEF G-3 for communication and data processing issues associated with the III MEF Exercise Program.

f. **OCE.** The officer designated by the CG, III MEF who is responsible to conduct the exercise. Has overall responsibility for formulation and execution of the budget for the particular exercise assigned. Normally, OCE designations for the upcoming Fiscal Year (FY) will be made during May of the preceding year by naval message released by the MEF G-3.

### **3. Funding Classifications**

a. **Planning Phase Costs.** Expenses in this category are primarily intended to support travel and per diem associated with planning conferences. The OCE controls and allocates these funds. Work up training to prepare units and maintenance to improve condition of equipment for an exercise are normally the funding responsibility of the MSC commander; and, therefore, are not funded from the III MEF Exercise Program budget.

ENCLOSURE (1)

b. Exercise Phase Costs. Expenses in this category are primarily intended to support transportation, per diem, material and services, and subsistence required to support the execution of the exercise. Some exercise phase expenses may actually be incurred well in advance of the exercise due to contract or shipping lead times. The OCE controls and allocates these funds.

c. Post Phase Costs. Expenses in this category are primarily intended to restore equipment to pre-exercise condition. There is always limited funding in this category and the OCE is responsible to balance this requirement against planning and exercise phase costs, in coordination with other participating commanders.

d. Other. Additional costs are incurred for strategic mobility and Port Handling & Inland Transportation (PH&IT). However, these budgets are maintained by higher headquarters commanders. The MEF G-4, in coordination with the MEF G-3 and OCE, submits III MEF requirements in these categories to higher headquarters.

#### 4. Funding Sources

a. TAD, Material and Services. Individual travel, per diem, materials, and services expenses are born by the CG, III MEF from within his overall budget authorization provided by COMMARFORPAC. There are normally no additional funds received from JCS, CINC, or COMMARFORPAC to support these expenses. When the exercise program requires additional funding, it competes with other III MEF requirements in training, maintenance and sustainability. The OCE controls and allocates these funds.

b. Subsistence. Subsistence expenses are paid from the CG, III MEF Subsistence budget managed by the AC/S, G-4 (Food Service Officer (FSO)). The OCE defines the requirement to the G-4 for these funds.

c. Strategic Mobility. All strategic mobility for the III MEF Exercise Program is the funding responsibility of a higher headquarters commander. CG, III MEF does not receive any strategic mobility funds. Exercise Program requirements are identified to higher headquarters by the MEF G-4 (Strategic Mobility Officer (SMO)) based on who schedules/directs the exercise. For JCS directed exercises, the Air Mobility Command Special Assignment Airlift Mission (AMC/SAAM) budget is allocated through weight/cube and passenger ceilings in the Time Phased Force Development Data (TPFDD). For fleet directed exercises, O&M,N (FELS) funding is maintained by COMMARFORPAC. The OCE works with the MEF G-4 (SMO) to refine the exercise lift requirement in order to remain within constraints from higher headquarters.

d. Port Handling and Inland Transportation (PH&IT). CG, III MEF receives all funding for stevedores, port charges, material handling equipment for offload/onload and associated inland

ENCLOSURE (1)

transportation from higher headquarters commanders (e.g., Commander, Naval Air Forces, U.S. Pacific Fleet (COMNAVAIRPAC) and the Chief of Naval Operations (CNO)). The MEF G-4 submits III MEF resource requirements to higher headquarters. (PH&IT does not cover resupply transportation expenses which are an OCE responsibility under the exercise material and service portion of the budget.) PH&IT funds for JCS directed exercises are received via CNO (OP-09BF) and from Commander in Chief, U.S. Pacific Fleet (CINCPACFLT) (managed by COMMARFORPAC SMO) for Fleet Directed Exercises. The OCE coordinates with the MEF G-4 to ensure all requirements are identified and are within ceiling. The MEF G-4 and Comptroller ensure funding documents are in place. The OCE certifies services received and returns all receipts for material and services to the III MEF Comptroller at the end of the exercise.

5. Budget Processes. The budget formulation and execution process for the Exercise Program is centralized at the III MEF staff, with input from MSC representatives. The budget formulation and execution process (within the MEF G-3 established ceiling) for an individual exercise is delegated entirely to the OCE.

a. Formulation. The III MEF Exercise Program competes with MEF MSC requirements for funding to support local training, material, services, and administration.

(1) The MEF Comptroller recommends to the Commanding General initial fiscal year ceilings for each MSC and the III MEF Exercise Program.

(2) Once the Exercise Program financial ceiling is approved, the MEF G-3 allocates a portion of this ceiling to each exercise (in the correct fiscal quarter) planned during the next FY. These ceilings are discussed at quarterly TEEP conferences and published (with quarterly allocation) to MSC commanders for initial planning purposes.

(3) As soon as possible, the G-3 assigns the OCE. In order to facilitate effective exercise planning and execution, responsibility for exercise control (including financial management) is delegated to the OCE prior to the initial planning conference (IPC).

(4) The OCE is responsible to develop a budget for the specific exercise assigned that covers all major material and service expenses (conference planning TAD, during exercise material and services, and post exercise recovery costs/TAD).

(5) The MEF G-4 prepares the subsistence budget.

(6) Transportation requirements are estimated by the G-4, SMO, and submitted to COMMARFORPAC G-4. III MEF does not allocate organic resources to support the III MEF Exercise Program strategic lift or PH&IT.

ENCLOSURE (1)

(7) The OCE reviews resources allocated for lift, PH&IT, and subsistence and formally reports concerns to CG, III MEF (AC/S, G-4).

b. Execution. The MEF G-3 is responsible for the execution of the overall Exercise Program. The MEF Comptroller monitors execution, publishes monthly financial status reports, allocates funds and adjusts MSC authorizations based on actual SABRS obligations. The OCE is primarily responsible for execution of the budget for an assigned exercise.

(1) The MEF G-3 monitors overall execution of the Exercise Program and makes internal realignment decisions, as required.

(2) The MEF Comptroller allocates funding at the beginning of each fiscal quarter to the MSCs who actually spend the exercise funds, per budget guidance from the OCE.

(3) The MEF Comptroller provides monthly status reports to the MEF G-3 for the Exercise Program budget.

(4) If the entire amount authorized is not required, the MEF Comptroller adjusts MSC authorizations at the end of each quarter to account for actual spending based on actual obligations in SABRS.

(5) The OCE ensures appropriate controls are in place to properly control and account for exercise costs.

c. Funding Responsibility. CG, III MEF identifies requirements to higher headquarters for strategic lift and PH&IT for III MEF participation in exercises contained in this program. In addition, CG, III MEF allocates dollars from his overall budget to cover expenses for participation in these events by III MEF organizations. CG, III MEF does not normally reimburse other (non-III MEF) participation -- even where CG, III MEF is the Joint Task Force (JTF) commander. The general rule is "participants who play, pay their own way." Other CINCPAC components or USMC organizations outside III MEF are responsible to budget for their own participation in JCS or CINC directed exercises. Occasionally, however, the OCE will request direct support from an outside agency that is a III MEF unique requirement. In these rare cases, costs (usually travel and per diem) may be reimbursed by the MEF Comptroller -- provided appropriate advance liaison has been accomplished.

6. Accounting Process. Proper accounting for exercise expenses is critical, not only to ensure III MEF obtains maximum warfighting readiness for funds allocated, but in order to serve as an historical basis for future planning. The MEF Comptroller apportions funds through SABRS to participating MSCs based on OCE plan, once each quarter. Adjustments to SABRS allocations

ENCLOSURE (1)

are made at the end of each quarter (more frequently in the 4th quarter) based on actual expenses reported. The key to proper accounting and reimbursement for exercise expenses is unfailing use of the assigned Budget Reporting Code (BRC).

7. III MEF Budget Manual. The current edition of the III MEF Budget Manual contains the mandatory III MEF BRC listing (Appendix E) and the list of exercises funded in the III MEF Exercise Program (Appendix G).

ENCLOSURE (1)



## **RESPONSIBILITIES**

1. **III MEF G-1.** The AC/S, G-1 is the overall manager of TAD in support of the III MEF Exercise Program. Specific financial management duties are to:

a. Validate Table of Organization (T/O) line numbers (when in the Joint Task force (JTF) mode) for which III MEF is responsible to fund, coordinating with the OCE to ensure sufficient funding is available to support the overall T/O.

b. Provide necessary order writing instructions such as the use of BRC, type of TAD (e.g., field duty, per diem, government quarters/messing availability) in the Administrative Letter of Instruction (LOI) for an exercise.

2. **III MEF G-3.** The AC/S, G-3 is the overall Program Manager for the III MEF Exercise Program. Specific financial management duties are to:

a. Review the overall financial ceiling for the III MEF Exercise Program published by the MEF Comptroller

b. Allocate (in coordination with MSC staff counterparts) a financial ceiling for each exercise.

c. Maintain overall staff cognizance over the execution of the III MEF Exercise Program budget.

d. Review and approve the III MEF Exercise Program Fiscal LOI developed by the MEF Comptroller.

e. Designate the exercises to be included in the III MEF Exercise Program and an OCE for each exercise early enough in the planning process for the OCE to participate in all planning conferences.

f. Designate a future operations and current operations action officer for each exercise.

g. Ensure timely development of exercise objectives and forces lists (prior to the publication of the annual fiscal LOI).

h. Ensure appropriate controls are in place to provide reasonable assurance that waste, fraud, or abuse of government resources is not occurring in the Exercise Program

ENCLOSURE (2)

- i. Conduct periodic reviews of status of the program.
  - j. Review requests by the OCE for increased funding. Approve additional funds or provide guidance to reduce scope of exercise to remain within established ceiling. (Additional funds normally are provided by realignment from another exercise. If the overall III MEF Exercise Program budget is insufficient to support a request for more money by an OCE, then an exercise deficiency is reported by the MEF G-3 to the MEF Comptroller at mid year review.
  - k. Include Exercise Program budget updates as agenda during quarterly III MEF TEEP conferences. (Ensure 1st MEB interests are represented at conferences.)
3. AC/S, G-4. The AC/S, G-4 is the logistics advisor for material and service support requirements associated with the III MEF Exercise Program budget. Specific duties include, but are not limited to:
- a. Develop budget requirements in support of the III MEF Exercise Program in the following budget categories: FELS, PH&IT, and subsistence per the formats and schedule contained in the III MEF Budget Manual.
  - b. Consolidate and provide III MEF CE logistic requirements for exercises to the Commanding Officer, Headquarters and Service Battalion, III MEF.
  - c. Review the Fiscal LOI and provide comments and concurrence to the MEF Comptroller prior to publication.
  - d. Assist the OCE as required in development of logistic requirements.
  - e. Provide the MEF Comptroller with the TOT/TOP and subsistence requirements, by exercise, for inclusion into related budget submissions and TEEP.
  - f. Assist the MEF G-3 and OCE in preventing waste, fraud, and abuse of government resources in the execution of the III MEF Exercise Program.
  - g. Ensure messing and quarters are provided by government for all personnel participating in exercises where field duty is designated.
  - h. Provide MEF oversight for all contracting services and issues related to the III MEF Exercise Program.
  - i. Ensure JCS lift requirements are properly reported via TPFDD in timely manner.

ENCLOSURE (2)

j. Provide PH&IT requirements (received from the OCE) to the III MEF Comptroller not later than 14 working days prior to embarkation.

k. Provide MEF staff oversight and expertise on hazardous waste disposal and environmental issues associated with III MEF Exercise Program.

l. Provide MEF staff oversight and expertise on Exercise Related Construction (ERC) and Title 10 funding.

4. AC/S, G-6. The MEF G-6 is the advisor for III MEF Exercise Program matters related to communications and automatic data processing (ADP). The high cost of lease lines and batteries used during exercises requires the efficient usage of all communication assets. Specific duties of the MEF G-6 include but are not limited to:

a. Consolidate and provide Command Element ADP and communications requirements for exercises to the Commanding Officer, HQSVC Battalion.

b. Ensure the efficient usage of all communication assets where CG, III MEF is OCE and provide oversight to facilitate the same where subordinate commanders are OCE.

c. Assist the MEF G-3 and the OCE in preventing waste, fraud and abuse of government resources in the execution of the III MEF Exercise Program.

d. Identify any exercise communication Military Interdepartmental Purchase Request (MIPR) requirements to the MEF Comptroller not later than 45 days prior to the start of the exercise (STARTEX).

5. AC/S, Comptroller. The MEF Comptroller is the financial advisor for the III MEF Exercise Program. Specific duties include but are not limited to:

a. Provide the MEF G-3, during the 3rd quarter of the fiscal year, an overall financial ceiling for the next FY Exercise Program budget.

b. Provide pertinent historical data to the MEF G-3 to assist allocation of the overall financial ceiling among the individual exercises in the program.

c. Review the allocation by the MEF G-3 and include any shortfalls in the III MEF deficiency review process.

ENCLOSURE (2)

- d. Prepare, coordinate and publish, during the 4th quarter, the Fiscal LOI for the upcoming FY III MEF Exercise Program budget.
- e. Coordinate with the MEF G-4 requirements for exercise program related activities: AMC/SAAM, PH&IT, and subsistence. Maintain the consolidated funding data base for each exercise in these cost categories.
- f. Assist the MEF G-3 allocate the initial ceiling to each exercise in the correct fiscal quarter.
- g. Prepare, coordinate, and publish joint Comptroller/G-3 quarterly Exercise Program budget allocation messages.
- h. Adjust MSC exercise allocations, as required, at the end of each quarter based on SABRS obligations.
- i. Prepare monthly Exercise Program budget status reports for the MEF G-3.
- j. Maintain Exercise Program budget historical data. Provide the same to the MEF G-3 as required.
- k. Support the MEF G-3 in budget development for exercises where CG, III MEF is OCE or the Commander, Joint Task Force (CJTF).
- l. Assist OCE fiscal staff as required and make recommendations to the MEF G-3 to resolve any financial issues among participants that cannot be resolved by the OCE/OCE's parent command.
- m. Prepare MIPR's for PH&IT for JCS exercises and publish specific guidance to OCE for executing the PH&IT portion of the budget.
- n. Assist the MEF G-3 and OCE to prevent waste, fraud, and abuse of government resources in the execution of the III MEF Exercise Program. Institute specific management controls necessary to provide sufficient financial oversight in that regard.
- o. Update exercise BRC list annually in the III MEF Budget Manual.

6. Officer Conducting the Exercise (OCE). The OCE is the officer assigned responsibility to conduct the exercise. III MEF G-3 normally assigns an MSC commander as OCE. That MSC commander may further delegate OCE duties to one of his/her subordinates. The MEF G-3 designates the OCE very early in the planning process. The OCE is responsible for executing the

ENCLOSURE (2)

exercise by accomplishing the required objectives within the financial ceiling established by the MEF G-3. Specific duties include but are not limited to:

- a. Review the initial Fiscal LOI provided by the MEF Comptroller and note financial ceiling provided for the exercise.
- b. Disseminate operational objectives, force lists, and logistical guidance.
- c. Collect requisite requirements for logistic support from participating commands. Ensure all participants are tasked to provide input. In particular, the MEF Command Element (CE), the 31st Marine Expeditionary Unit (MEU), and 7th Communications Battalion must not be overlooked in building the total requirement for material and services.
- d. Develop initial detailed budget estimate for the assigned exercise. Make required decisions to adjust operational scheme, number of personnel, duration, or logistic requirements to ensure financial ceiling is not exceeded.
- e. Report formally, to the MEF G-3, prior to the mid planning conference if the financial ceiling is inadequate to permit accomplishing the minimal objectives assigned for the exercise and the shortfall cannot be reasonably handled by the OCE.
- f. Review strategic mobility and PH&IT requirements and compare against resource allocation established by G-4 SMO. Coordinate any problems in requirements versus allocation with the G-4. Ensure SAAM and PH&IT requirements are identified and forwarded to III MEF AC/S G-4 SMO not later than NLT 45 days prior to STARTEX. Notify the MEF Comptroller two weeks prior (or earlier if available) to the date that PH&IT MIPR's must be in place.
- g. Develop and publish planning conference (and site survey) attendance roster. Designate conference representatives, by name, from each participating command. (Naval Message is the preferred format and this message will be the basis for MSC reimbursement.) Limit travelers to the fewest possible to accomplish the mission.
- h. Ensure sufficient controls are in place to limit site visits and planning conference TAD. Ensure maximum use of government quarters for all TAD where government quarters exist. (OCE is expected to plan sufficiently in advance to ensure availability, such as in Hawaii where quarters are scarce but can be usually be obtained with sufficient advance planning.)
- i. Establish procedures to properly control spending during conferences and exercise execution. Ensure that only authorized expenses are attributed to the Exercise Program budget and that personnel authorized to expend those funds are clearly defined.

ENCLOSURE (2)

j. Establish procedures to properly report exercise costs in SABRS, collect receipt documents and maintain memorandum records of actual expenses incurred.

k. Ensure appropriate controls are in place to prevent waste, fraud, and abuse of III MEF Exercise Program funds. In particular, specific guidance must be published to prevent unauthorized commitment of exercise funds.

l. Submit a Post Exercise Cost Report via the chain of command to the MEF Comptroller, reconciling all Exercise Phase funding, no later than 30 days following the return of gear to the island.

m. Publish Change 1 (defined at enclosure (7)) to the fiscal LOI in sufficient time to permit III MEF comptroller to allocate funding to participating MSC's at the beginning of the fiscal quarter when funds must be obligated.

n. Ensure adequate funds are retained to cover post phase recovery costs and that those funds are equitably provided to participants.

o. Ensure subsistence requirements are identified and forwarded to III MEF G-4 (Food Services Officer) not later than 90 days prior to STARTEX.

p. Utilize field duty orders to the extent practical in the conduct of exercises. This requires coordination with the MEF G-1 and MEF G-4 to ensure all field duty prerequisites are met and that quarters and messing are provided to all participants.

q. Obtain concurrence from the MEF G-3 and Comptroller prior to implying or promising to reimburse exercise participation for any personnel or organizations outside III MEF.

7. Major Subordinate Command (MSC) Commanders. MSC commanders (not the OCE) are responsible to develop internal procedures which address all exercise program requirements as mandated by this Order. MSC commander specific responsibilities to establish and maintain continuity within the exercise program include:

a. Support the OCE in logistic, communication and other support planning by providing timely information upon which initial budget plans are based. (In some cases the staff of the MSC commander will assist the staff of a subordinate (OCE) commander in that MSC. For example, 3d Marine Division staff supports the Regimental Commander who has been delegated responsibility for the Field Training Exercise (FTX) for Keen Edge.)

ENCLOSURE (2)

ForO 7001.2C  
21 JUN 1994

b. Develop, load, and publish appropriate Financial Information Pointers (FIP)/Job Order Numbers (JON) to track, validate and capture exercise costs. Use of III MEF directed Budget Reporting Code (BRC) is mandated.

8. Commanding Officer, Headquarters and Service Battalion, III MEF. The Commanding Officer, Headquarters and Service Battalion, III MEF collects and consolidates all CE and battalion exercise related material, service, communications, and ADP requirements and provides these according to OCE established milestones. In particular, the requirements for the Command Element, Tactical Exercise Control Group (TECG) and Special Operations Training Group (SOTG) will be included.

ENCLOSURE (2)

## **FUNDING CLASSIFICATIONS**

1. **Overview.** In order to facilitate budget formulation and execution, the III MEF Exercise Program budget is divided into three classifications: Planning Phase Costs, Exercise Phase Costs, and Post Phase Costs.

### **2. Planning Phase Costs**

a. This phase is the period of time prior to the start of the exercise, generally devoted to planning and preparation. It begins far in advance of the actual exercise and may involve crossing fiscal years.

b. The budget for the planning phase includes all planning conference TAD and occasional funding for support requirements that must be satisfied in association with these conferences.

c. Work up expenses in local training, maintenance, sustainability (e.g., office supplies) are not normally reimbursed from the III MEF Exercise Program budget and are the funding responsibility of the commander of participating units. In addition, pre-deployment inoculations will not be charged to the exercise program.

d. Likewise, the III MEF Exercise Program budget will not be used to repair equipment or restore it to SL-3 complete condition prior to the exercise.

### **3. Exercise Phase Costs**

a. This phase generally commences with embarkation of personnel and equipment aboard designated sea and/or airlift and concludes with debarkation of personnel and equipment at the predeployment site.

b. The Exercise Phase includes costs incurred during conduct of the exercise for TAD, materials and services, communication lines, batteries, and subsistence -- whether provided from organic or contracted sources.

### **4. Post Phase Costs**

a. This phase is the period of time subsequent to return of personnel and equipment to the predeployment site and is limited to 30 days after return of gear.

ENCLOSURE (3)



ForO 7001.2C  
21 JUN 1994

b. Post Phase includes costs for returning gear used during the exercise to pre-deployment condition and for TAD to support post exercise activities directly related to the exercise. Also included are costs for lost, damaged, or destroyed equipment.

c. Requests for funding for lost, stolen, or damaged equipment (i.e.- Training Allowance Pool (TAP), Authorized Medical and Dental Allowance Lists (AMAL/ADAL)), occurring beyond normal usage, should be accompanied with appropriate Judge Advocate General (JAG) manual documentation.

ENCLOSURE (3)

## FUNDING SOURCES

1. Overview. The III MEF Exercise Program budget is funded from different sources for four different activities: materials and services (including TAD), subsistence, strategic lift, and PH&IT. This section outlines the use and source of funding for each.

2. Materials and Services (including TAD). The CG III MEF is responsible to finance exercise participation from within his overall Operations and Maintenance, Marine Corps (O&M,MC) budget ceiling from COMMARFORPAC in subheads 27A0 and 27B0 (for Maritime Prepositioning Force (MPF)). No funds are received from JCS or the CINC for this purpose. If budget ceilings for material and services are exceeded for an exercise, the additional funds are diverted from other MEF activities such as maintenance and replenishment and replacement. For each exercise, these services are subdivided according to type of money spent. This is the primary funding source that the OCE is responsible to manage.

a. Planning Estimate (PE). PE dollars are used for the purchase of goods and/or services from the Direct Support Stock Center (DSSC) on Okinawa using credit cards; from other external activities using a DD-1149 (Open Purchase Requests); or from sources of supply external to the Marine Corps accomplished through a MIPR DD-448 or NAVCOMPT 2275/2276. Additionally, all TAD requirements are funded with PE dollars. Goods and services excluded from purchase with PE funds are, among other things, ammunition, and transportation costs for MAC/SAAM and Military Sealift Command.

b. Requisitional Authority (RA). RA represents purchasing power to the holder against the Supported Activities Supply System (SASSY) at the SASSY Management Unit (SMU). RA is used by the holder to "purchase" goods from assets of the Commanding General, 3d FSSG, i.e., Operational Deployment Block (OPDEPBLOCK) of the General Account of the SMU. All RA is backed by PE dollars in the SMU.

### 3. Subsistence

a. O&M,MC funding in subhead 27T0 for exercise subsistence is provided from COMMARFORPAC to CG, III MEF and is managed by the AC/S, G-4 FSO.

b. These funds provide for subsistence requirements including "A" rations, "B" rations, unit "B" rations, bulk "B" rations, Tray rations, Packaged Operational Rations (MREs, RCWs), host nation support, enhancements, and heat tabs.

c. Subsistence funding can also be utilized to offset contracted subsistence.

ENCLOSURE (4)

ForO 7001.2C  
21 JUN 1994

4. Strategic Lift. Funds in support of strategic lift for the III MEF Exercise Program are received from two different sources: JCS and CINCPACFLT. CG, III MEF receives no funding directly and may not expend organic funds for strategic lift.

a. JCS Directed Exercises. Strategic mobility for III MEF is provided primarily by AMC and Military Sealift Command with limited Military Traffic Command line haul/rail movement. SAAM are supported through the CINC who allocates lift ceilings to exercise participants.

b. Fleet Directed Exercises. O&M,N funding is expressed in two categories: Operating Target Functioning Category (OFC) 21 (TOT) or OFC 23 (TOP).

(1) Fleet Exercise Logistics Support (FELS). FELS funds are used for SAAM support of 7th Fleet directed training and exercises for III MEF ground and air units.

(2) Non-Fleet Exercise Logistics Support (Non-FELS). Non-FELS funds are used for SAAM support of 1st MAW training and exercises.

5. Port Handling and Inland Transportation (PH&IT). PH&IT funding for III MEF Exercise Program is provided by CJCS and CINCPACFLT depending on who directed the training.

a. CJCS Directed. PH&IT funds for JCS directed training come directly from the Chief of Naval Operations (CNO) to the III MEF Comptroller using a NAVCOMPT Form 2275. Funds are provided by CNO (OP-09BF) and are used for Military Sealift Command shipping, stevedores, commercial line haul, and rail. International Standardization Organization (ISO) container rental/leasing is also included within this strategic mobility category. As previously stipulated, the MEF G-4 coordinates PH&IT requirements with higher headquarters.

b. CINCPACFLT Directed. PH&IT funds for Fleet directed exercises and training are supported from funds managed by COMMARFORPAC. The MEF G-4 SMO manages allocation of these funds within III MEF.

6. O&M,N Flight Operations. These funds support aviation-unique requirements for flying hours and includes funds for fuel and aircraft maintenance. The Commanding Generals, 1st MAW and 1st MEB are the administrators. The fund source is COMNAVAIRPAC via COMMARFORPAC per procedures contained in reference (b).

7. Unit Deployment Funds. Appropriation data in support of units participating in the Unit Deployment Program can be utilized to finance off island TAD per the current edition of MCO P3300.15.

ENCLOSURE (4)

## **BUDGET FORMULATION**

### **1. Overview**

a. Overall responsibility for budget formulation in the III MEF Exercise Program resides with the MEF G-3. Formulation of a budget (within assigned ceiling) for each exercise resides with the OCE.

b. Budget formulation encompasses the processes of specifying a financial ceiling for the III MEF Exercise Program and subdividing (or allocating) a portion of that budget to each exercise. Finally, the OCE estimates how much of the budget for the exercise is required in various financial categories. In addition, the financial planning process identifies how much of the exercise budget is needed in each fiscal quarter of the fiscal year.

c. The process begins when the MEF Comptroller submits an overall financial ceiling for the III MEF Exercise Program to the MEF G-3. The G-3, in coordination with MSC counterparts, establishes a financial ceiling for each exercise in the program. The total of the ceilings for all exercises combined may not exceed the ceiling established by the Comptroller for the III MEF Exercise Program.

d. The Exercise Fund budget is then submitted to the CG, III MEF, for approval.

e. It is essential that the OCE be informed of the specific amount earmarked for his/her exercise prior to the initial planning conference. Otherwise, OCE representatives may agree to participate at a level unaffordable with current funding available.

f. Once the budget ceiling is transmitted to the OCE, he/she refines force lists, operational objectives, logistic requirements in order to permit detailed budget development in various cost categories (see paragraph 5 of appendix A to enclosure (6) for a list of cost categories). Only when costs are broken into sufficient detail will the OCE be able to make requisite resource decisions required by firm financial ceilings and a dynamic exercise planning process.

### **2. Definition**

a. The III MEF Exercise Program budget is an expression in financial terms of the plan for carrying out III MEF Exercise Program objectives in a specified period of time.

b. As such, the III MEF Exercise Program budget is an instrument of planning, decision making, and control.

ENCLOSURE (5)

c. Effective budget development for exercises must be based on accurate historical data (from SABRS and after action reports), early definition of operational objectives, force lists, and concrete logistic requirements.

d. Budget development is an iterative process of constantly adjusting exercise parameters to remain within the overall financial ceiling.

e. All funds in support of the III MEF Exercise Program come from the CG, III MEF O&M,MC budget provided by COMMARFORPAC. The exercise budget competes with other MEF requirements in maintenance, sustainability, replenishment, travel, and organizational training. No funding for the Exercise Program (except for strategic mobility as described elsewhere in this order) are provided by higher headquarters commanders. Therefore, OCE adherence to the financial ceiling is imperative in order to avoid diverting funds earmarked for other readiness activities.

### 3. Designation of the OCE

a. The MEF G-3 delegates to the OCE, early in the planning process, the responsibility to conduct specific exercises.

b. It is critical to successful execution of the III MEF Exercise Program that the OCE be provided sufficient guidance by the III MEF staff to permit his control over the exercise to begin prior to the initial planning conference.

### 4. Development of the Exercise Budget

a. Initial Ceiling for the Exercise Program Budget. During the 3d quarter of the fiscal year, the MEF Comptroller provides the MEF G-3 a financial ceiling to support the upcoming fiscal year's III MEF Exercise Program. This financial ceiling is affected by the level of funding III MEF receives from COMMARFORPAC and by competing readiness requirements such as maintenance, replenishment/replacement, ADP, local training, mission essential TAD, etc..

b. Initial Ceiling for Each Exercise. The MEF G-3 reviews this ceiling. Using historical data provided by the Comptroller, planned force participation, exercise duration, and known operational and logistic factors, the G-3 allocates the budget among the various exercises planned for the next fiscal year. If necessary, a prioritized deficiency list is prepared and submitted per the current edition of the III MEF Budget Manual. The allocation by exercise (and deficiency list, if required) is returned to the MEF Comptroller.

ENCLOSURE (5)

c. Validation of Exercise Ceilings. The MEF G-3 and Comptroller coordinate the planned allocation of III MEF Exercise Program budget with MSC counterparts. Then, during the 3rd quarter, the plan is submitted to the Commanding General for approval.

d. Publication of the III MEF Exercise Program Budget. Once the budget is approved by the Commanding General, the MEF Comptroller publishes it to the III MEF MSC Commanders as the annual "III MEF Exercise Program Fiscal LOI". This normally occurs in the 4th quarter of the fiscal year.

#### 5. III MEF Exercise Program Fiscal LOI

a. Based on budget development process, at the beginning of the 4th quarter, the Comptroller publishes the annual Fiscal LOI which informs the OCE of each exercise scheduled in the upcoming fiscal year and how much money has been allocated to conduct his/her exercise. Included with exercise ceilings will be supplementary guidance to the MSCs/OCEs on BRC, OCE responsibility, and reporting dates.

b. Additional instructions for each exercise are published by the OCE in Change 1 to the Fiscal LOI. Change 1 to the Fiscal LOI:

(1) contains the budget allocation to MSCs for a particular exercise along with other administrative guidance from the OCE. This is the basis for the MEF Comptroller's quarterly allocation of exercise funding to parent MSC's of participants.

(2) must be published prior to the beginning of the financial quarter in which funds are required, but no later than 45 days prior to STARTEX - which ever comes first.

c. Appendix (A) to this enclosure is the format to follow for the publication of Change 1 to the Fiscal LOI.

d. Exercise planning conferences may occasionally take place prior to publication of the Fiscal LOI. In these cases, the designated OCE should contact the MEF G-3 prior to the IPC in order to obtain necessary financial planning data and guidance.

#### 6. OCE Development of Exercise Budget

a. The OCE begins planning for the specific exercise to ensure operational objectives, forces, logistic requirements and financial resources are balanced. Costs are estimated in various categories listed in paragraph 5 of appendix (A) to enclosure (6).

ENCLOSURE (5)

b. Following the initial planning conference, the OCE and his/her staff continuously refine the exercise budget estimates as the operational concept and support requirements become better defined.

c. It is not uncommon for initial budget estimates to far exceed the exercise financial ceiling. However, experience confirms that the OCE can normally provide sufficient guidance to permit the exercise to be accomplished within the historically based ceiling. However, if the OCE's planning horizon is insufficient, it becomes increasingly difficult to select logistic and operational alternatives that keep the exercise within ceiling. (Once the cost estimates are subdivided into various categories, this process of refinement and adjustment is greatly simplified.)

d. The OCE ensures (prior to the MPC) that all exercise objectives for the planned force list can be executed within the established financial ceiling. Failure to properly balance by the MPC the concept of operations with logistic requirements and funds available can result in embarrassment to the command and can disrupt the overall exercise planning process as last minute adjustments are accommodated.

e. In rare cases, a decision will be made to significantly increase the scope of an exercise such that the OCE is simply unable to complete the exercise within the established ceiling. Once that happens the OCE should immediately brief the MEF G-3 on proposed alternatives to scope downward and the amount of funding necessary to cover the mission increase. The MEF G-3 will decide if resources can be allocated from another exercise to cover this fact of life change.

f. The OCE should never unilaterally agree at a planning conference to an increase in scope of an exercise unless he is able to afford to accomplish the increased mission within ceiling. Occasionally, a higher headquarters (COMMARFORPAC or CINC) representative at a conference may imply additional resources will be forthcoming. In that case the OCE may conditionally accept the mission. Immediately upon return from the conference, a naval message must be prepared and submitted by the OCE via the chain of command to clearly define the agreed mission increase and to clearly stipulate the precondition of a precisely defined amount of dollars needed to support the increased mission.

#### 7. Other OCE Planning Concerns

a. Contracted support must be carefully planned in advance. The parent command Comptroller and the purchasing and contracting officer both support the OCE's requirements, but require significant lead time in order to achieve timely contract support. Contracting support from other services is normally based on existing Inter-Service Support Agreements (ISSAs) that are maintained by the G-4s.

ENCLOSURE (5)

b. The contracting officer arranges all contracted support for the OCE. Other participants are strictly prohibited from initiating obligations against the U.S. Government. The current edition of MCO 4200.15 provides definitive guidance on contracting and purchasing.

c. If an imprest fund is required, it must be managed strictly per with chapter 6 of the current edition of MCO P4200.15 and the Navy Comptroller Manual (NAVCOMPTMAN) Volume 4 chapter 2 section 6 paragraph 0603.

d. DSSC credit cards may be needed on Okinawa during pre and post phases, to support the exercise and the OCE should coordinate this requirement well in advance with the parent command Comptroller.

e. In some exercises (such as Balikatan and Cobra Gold), a joint exercise logistic cell will provide all contracted support. The OCE must establish early liaison with this cell to ensure that services provided meet his requirements and no more. Logistic cell estimates of costs should also be cross checked by the OCE's staff and any area of misunderstanding should be explained to the OCE's satisfaction before III MEF Exercise Program funds are committed.

f. Exercise funds may occasionally be subdivided for the same exercise between the OCE and the MEF staff. For example, Cobra Gold JTF financial ceiling is normally separate from the MARFOR financial ceiling. Likewise, the Keen Edge FTX financial ceiling for the OCE would be separate from the CPX financial ceiling for the MEF staff.

#### 8. Other Logistic Concerns

a. AMC/SAAM support is provided by higher headquarters commanders for all exercises in the III MEF Exercise Program. The MEF G-4 SMO is the point of contact. Requirements must be provided to the SMO at least 45 days prior to STARTEX.

b. PH&IT support is also provided by higher headquarters commanders and managed by the MEF G-4 SMO. Requirements for PH&IT must be validated with the SMO not later than 45 days prior to STARTEX.

c. Subsistence support is provided by the MEF G-4 FSO. Requirements must be submitted in writing 90 days prior to STARTEX.

d. Environmental, ERC, and Title 10 estimates must be coordinated well in advance with the III MEF G-4.

ENCLOSURE (5)



### FORMAT FOR CHANGE 1 TO THE FISCAL LOI

1. Change 1 to the Fiscal LOI is published by the OCE to the parent MSC of exercise participants and the CG, III MEF/G-3/G-4/COMPT.
2. The subject line should read: "CHANGE 1 TO FISCAL LOI FOR EXERCISE COBRA GOLD-94". (Naturally, the exercise name will vary as appropriate.)
3. Change 1 must contain at least the following information:

(\$000)

MSC	PRE TAD	PRE MAT/SER	EXECUTION PHASE	POST TOTAL PHASE
-----	------------	----------------	--------------------	---------------------

DIV  
MAW  
FSSG  
SMU  
H&S III MEF  
7THCOMM

TOTAL

4. A separate exhibit in the format above is required for PE and RA funding. Indicate the fiscal quarter in which funds are needed.
5. Note that the HQSVC Battalion, III MEF, allocates funds for the MEF Command Element to include TCEG and SOTG.
6. The OCE may also include additional helpful information in the Fiscal LOI such as:
  - a. Key points of contact (name, phone etc) for exercise fiscal matters.
  - b. Key points of contact (name, phone etc.) for supply and contracting matters.
  - c. Reiteration of the correct BRC code.

Appendix A to  
ENCLOSURE (5)

ForO 7001.2C  
**21 JUN 1994**

d. Emphasis on prohibition of participants from coordinating requirements directly with contractors or vendors.

e. Point of contact for approving Exercise Related TAD and method for notifying MSCs of travelers authorized by the OCE (usually this is by naval message).

Appendix A to  
ENCLOSURE (5)

## **BUDGET EXECUTION**

### **1. Overview**

a. Overall responsibility to execute the III MEF Exercise Program budget is assigned to the MEF G-3.

b. The MEF Comptroller supports the G-3 by publishing monthly financial performance reports and adjusting MSC authorizations based on actual obligations in SABRS. The MEF Comptroller allocates exercise funds to MSCs once each quarter based on OCE allocations identified in Change 1 to the Fiscal LOI for each exercise.

c. The OCE is responsible to execute the budget for his/her assigned exercise within established ceilings and according to pertinent financial regulations. In addition, the OCE must immediately notify the MEF G-3 if budget problems beyond the OCE's control are encountered.

### **2. III MEF Exercise Program Fiscal Letter of Instruction (LOI)**

a. The Fiscal LOI is developed by the MEF G-3 and Comptroller in order to provide the initial financial plan for the III MEF Exercise Fund. It is normally published in the 4th quarter of the preceding fiscal year.

b. This initial plan provides the basis for program execution.

c. The TEEP also contains the total exercise budget amount. The budget for each exercise is displayed in the O&M,MC column of the TEEP. The Exercise Program Financial Plan is updated quarterly at TEEP conferences.

### **3. III MEF Exercise Program Review**

a. The Exercise Program budget is continuously reviewed by the III MEF staff. This review process is required because of dynamic exercise fund variables, i.e., exercise cancellations, changes in exercise scope, or obligations from unexpected events.

b. The MEF G-3, assisted by the MEF Comptroller, is tasked with overall review responsibility in budget formulation and execution phases.

c. Validation of the financial plan is accomplished at least once each quarter at the III MEF TEEP conference.

ENCLOSURE (6)

4. III MEF Exercise Program Worksheet

a. The Exercise Program Worksheet at appendix A of this enclosure can be used by the OCE to help maintain exercise requirements within the financial ceiling. In particular, the cost summary in paragraph 5 of the appendix is a useful tool in the iterative budgeting process used by the OCE to define exercise financial requirements within ceiling.

b. Within 45 days of completion of the exercise, the OCE will submit to the MEF Comptroller, via chain of command, an actual cost report using the format at paragraph 5 of the appendix. Alterations to the format are permitted to account for different exercise scenarios.

5. Apportionment of III MEF Exercise Program Funds

a. The OCE's Change 1 to the Fiscal LOI outlines detailed funding allocation to all participating commands.

b. Change 1 to the Fiscal LOI is the OCE's mechanism to realign funds in the right fiscal quarter to participating organizations. Change 1 is the basis for the MEF Comptroller's quarterly transfer of participant exercise funding to parent MSCs. (Parent MSCs are responsible to ensure these funds are allocated internally as appropriate.)

c. Funding for TAD, regardless of exercise phase will be provided to the traveler's parent MSC based on Change 1 to the Fiscal LOI. Exercise funding will be provided only for exercise-related travel explicitly approved by the OCE (usually by naval message). MSC's (including the Command Element) who send additional personnel (not authorized by the OCE) to planning conferences do so at their own expense.

d. Organizations participating in III MEF Exercise Program are responsible to both the OCE and parent MSC to ensure funds provided are not exceeded and that all obligations are properly reported in SABRS using the assigned BRC.

e. Funding authorizations for an exercise are firm limits established by the Commanding General, III MEF. One of the OCE's primary duties is to accomplish exercise objectives within the established ceiling. However, in rare cases, circumstances may dictate the necessity to request additional funds. The OCE must do this in writing (via parent MSC) to the MEF G-3 -- prior to the MPC.

f. Parent MSCs are responsible to assist the OCE in establishing internal control procedures to record all costs for each exercise and maintain appropriate receipts for exercise expenses.

ENCLOSURE (6)

g. Funding levels established for specific exercises stand alone. Reallocation/realignment of resources within the Exercise Program will not be made without prior approval of the MEF G-3.

(1) In the event exercises are canceled, the funds for that exercise will be withdrawn by the III MEF Comptroller.

(2) Unobligated exercise funds will also be withdrawn by the MEF Comptroller.

h. For control purposes, the OCE is encouraged to have all during phase expenditures (except TAD) charged to the OCE parent MSC appropriation data. These charges include: DSSC items, open purchase requests, work requests, and the draw down on the Operational Deployment Block (OPDEPBLOCK).

i. Assistance in budgeting and building the class IX OPDEPBLOCK can be obtained through the SMU (Deployed Units).

j. Assistance in budgeting and building the AMAL/ADAL OPDEPBLOCK can be obtained through Commanding Officer, Medical Logistics Company, 3d Supply Battalion.

#### 6. Exercise Phase Fund Flow

a. Exercise phase funding for all commands participating in the exercise will be transferred by the MEF Comptroller to the OCE via the parent MSC - based on Change 1 to the Fiscal LOI unless other arrangements have been made to account for unusual circumstances.

b. The OCE may designate an agent, such as the commander of the Combat Service Support Element (CSSE), to coordinate, control and report on in-country during-phase funding.

c. Guidance concerning collection of receipts and accounting for exercise phase funds is contained in enclosure (7).

#### 7. Other OCE Concerns in Budget Execution

a. A fiscal journal should be maintained. The OCE may obtain assistance in preparing and maintaining this journal from the parent command Comptroller.

b. A file of all receipt documents must be maintained and returned to the parent MSC Comptroller along with the after action financial report.

ENCLOSURE (6)

- c. The OCE should receive a regular update on his/her status of funds during all phases of the exercise.
  - d. Funding problems detected during the exercise that cannot be resolved by the OCE should be reported to the MEF G-3 immediately.
  - e. The OCE should ensure personnel are familiar with Claims Payment regulations for the country in which the exercise is being conducted. Assistance may be obtained in this regard from the OIC, Legal Service Support Section, 3d FSSG. Exercise funds will not normally be used to compensate local nationals for damage caused by exercise participants.
  - f. The OCE must ensure that all exercise participants are explicitly cautioned not to coordinate their requirements directly with vendors. The exercise supply support officer is normally the focal point and can avoid serious breach of regulations and inadvertent instances of "unauthorized commitments."
  - g. Unauthorized commitments must be reported to the parent command Comptroller immediately for review, disposition and possible administrative/judicial action. The parent command Comptroller investigates the unauthorized commitments and provide disposition recommendations to the OCE's Commanding General per standards provided in the current edition of MCO 4200.15.
  - h. Issues concerning Title 10 funding or Exercise Related Construction (ERC) funds should be coordinated with the MEF G-4.
  - i. Issues concerning use of Official Representation Funds (ORF) should be coordinated with the III MEF Protocol Officer.
8. Post Phase Costs. Post phase recovery funds are allocated during the planning for an exercises in order to offset costs to restore equipment and inventories to pre-exercise condition. Funding for Post Phase recovery costs is accomplished as follows:
- a. Normal supply and maintenance accountability is essential to mitigate deterioration of equipment during conduct of an exercise.
  - b. Joint Limited Technical Inspections (LTIs) will be conducted upon turnover with all discrepancies noted and establish the basis of reimbursement.
  - c. Post phase funding will be approved by the OCE and forwarded to the MEF Comptroller for allocation as part of Change 1 to the Fiscal LOI.

ENCLOSURE (6)

d. The overall financial ceiling for an exercise will not be exceeded in order to fully support recovery costs. It is incumbent upon exercise planners to ensure reasonable amount of funds are earmarked for this purpose. Where requirements exceed available funding, the MEF Comptroller coordinates with the OCE, the MEF G-3 and the MEF G-4 to fairly allocate available funds.

9. Field Duty

a. Generally, it is III MEF and COMMARFORPAC policy to utilize field duty to the extent possible. Field duty determination is made by the senior commander in charge of the exercise in coordination with the order-issuing authority.

b. The current edition of FMFPACO 7220.9 outlines FMFPac policy concerning local travel entitlement on Okinawa and Hawaii. In this Order, Hawaii and Okinawa based commanders are charged to utilize field duty orders where appropriate. Paragraph 4 c stresses that field duty orders are appropriate and should be used to the extent possible.

c. The Joint Federal Travel Regulations (JFTR) (Appendix A) defines field duty and specifically states that members furnished quarters and subsistence obtained by contract may also be considered as performing field duty when so declared by competent authority.

d. The current edition of MCO P4650.37 (MCTIM) (paragraph 40112) reiterates the Comptroller General finding that circumstances could exist whereby a Marine could be in a field duty status while using permanent messing and billeting facilities.

e. Within this guidance, field duty can be appropriate. However, it must never be used to deny legitimate reimbursement and/or payment of per diem in situations where our Marines incur out-of-pocket expenses as a result of performance of official business away from their permanent duty station.

f. A key concern in field duty is that sufficient logistic arrangements be accomplished to ensure government quarters and messing are available at no cost to a member of III MEF. That means the member is not required to take money out of pocket to cover billeting or messing. However, if unexpected charges are incurred, which could happen in rare circumstances, a member can be reimbursed for occasional meals/quarters while in a field duty status. Command G-4s/S-4s are responsible to ensure appropriate billeting and messing arrangements are made when field duty is directed.

ENCLOSURE (6)

### III MEF EXERCISE PROGRAM WORKSHEET

#### 1. General

Exercise Name _____	Date Prepared _____
Organization _____	Fiscal Year _____
POC _____	AUTOVON _____

#### 2. Exercise Information

a. Exercise Location:

b. Number of Exercise Days:

#### 3. Exercise Workload Indicators and Costs:

a. Organizations Participating:

<u>Organization</u>	<u># of Personnel</u>
---------------------	-----------------------

b. Planned Organic Equipment Density List:

<u>TAMCM</u>	<u>NOMEN</u>	<u>LGTH</u>	<u>WIDTH</u>	<u>HT</u>	<u>SQ</u>	<u>QNTY</u>	<u>SOURCED</u>
--------------	--------------	-------------	--------------	-----------	-----------	-------------	----------------

c. Planned Communication Support:

- External Communication (COMNAVTEL, AUTODIN, AUTOVON, Other)

<u>Quantity</u>	<u>Duration</u>	<u>Amount</u>
-----------------	-----------------	---------------

- Planned Battery Consumption:

<u>Type of Battery</u>	<u>Quantity</u>	<u>Amount</u>
------------------------	-----------------	---------------



-- Planned Wire Consumption:

<u>Type of Wire</u>	<u>Quantity</u>	<u>Amount</u>
---------------------	-----------------	---------------

d. Planned Subsistence:

<u>Location</u>	<u>Type</u>	<u>Avg Daily Head Count</u>	<u>Number of Days</u>
-----------------	-------------	-----------------------------	-----------------------

e. Planned Aircraft and Flight Hours

<u>Type Aircraft</u>	<u>Number of Aircraft Planned</u>	<u>Anticipated Flight Hours</u>
----------------------	-----------------------------------	---------------------------------

4. Estimated Support Requirements Cost

a. CLASS II Support (Clothing/Self-service items):

<u>Nomenclature</u>	<u>U/I</u>	<u>Quantity</u>	<u>U/P</u>	<u>Total Cost</u>
---------------------	------------	-----------------	------------	-------------------

b. CLASS III Support:

(Packaged POL):

<u>Nomenclature</u>	<u>U/I</u>	<u>Quantity</u>	<u>U/P</u>	<u>Total Cost</u>
---------------------	------------	-----------------	------------	-------------------

(Bulk POL):

<u>Nomenclature</u>	<u>U/I</u>	<u>Quantity</u>	<u>U/P</u>	<u>Total Cost</u>
---------------------	------------	-----------------	------------	-------------------

c. CLASS IV Support (Construction Material-to include TAP items)

<u>Nomenclature</u>	<u>U/I</u>	<u>Quantity</u>	<u>U/P</u>	<u>Total Cost</u>
---------------------	------------	-----------------	------------	-------------------

d. CLASS VII Support (Temp Loan/Rental Vehicles):

<u>Nomenclature</u>	<u>U/I</u>	<u>Quantity</u>	<u>U/P</u>	<u>Total Cost</u>
---------------------	------------	-----------------	------------	-------------------

e. CLASS VIII Support (Medical):

<u>Nomenclature</u>	<u>U/I</u>	<u>Quantity</u>	<u>U/P</u>	<u>Total Cost</u>
---------------------	------------	-----------------	------------	-------------------

f. CLASS IX Support (Repair Parts):

<u>Nomenclature</u>	<u>U/I</u>	<u>Quantity</u>	<u>U/P</u>	<u>Total Cost</u>
---------------------	------------	-----------------	------------	-------------------

Provide estimated total cost to maintain equipment density of paragraph 3B during exercise.

g. CONTRACT Support (Waste/trash removal, Communication Lines, etc.):

<u>Type of Support</u>	<u>Total Cost</u>
------------------------	-------------------

h. DRMO/HazWaste Requirements:

i. PWR Requirements:

j. Environmental Requirements:

k. REPLENISHMENT/REPLACEMENT Support:

<u>Type of Support</u>	<u>Total Cost</u>
------------------------	-------------------

Identify estimated costs for replacement of temp loan equipment resulting from LTIs, and estimated TAP reimbursement costs separately.

1. TAD Requirements

- Pre-Exercise Planning/Scheduling Conferences:

For each conference identify conference location, number of per diem days, number attending, estimated total per diem cost, estimated total transportation cost and estimated total other cost.

- During-Exercise TAD Costs:

Identify any projected TAD costs required during the conduct of the exercise (identify to the same level of detail required for pre-exercise).

- Post-Exercise TAD Costs:

Identify any projected post-exercise TAD costs (identify to the same level of detail required for pre-exercise).

m. Strategic Lift Requirements

- MAC/SAAM

<u>POE</u>	<u>POD</u>	<u>PAX</u>	<u>S/T</u>	<u>TYPE</u> <u>OF DPLY</u>	<u>NR</u> <u>ACFT</u>	<u>TOP</u> <u>COST</u>	<u>TOT</u> <u>COST</u>	<u>TOTAL</u> <u>COST</u>
------------	------------	------------	------------	-------------------------------	--------------------------	---------------------------	---------------------------	-----------------------------

- MSC Shipping/Port Handling

<u>Type</u>	<u>Qty</u>	<u>Days</u>	<u>POE</u>	<u>POD</u>	<u>MT</u>	<u>SQFT</u>	<u>Cost</u>
-------------	------------	-------------	------------	------------	-----------	-------------	-------------

- Inland Transportation (Truck, rail, bus)

<u>Type</u>	<u>Qty</u>	<u>POE</u>	<u>POD</u>	<u>PERS</u>	<u>S/T</u>	<u>COST</u>
-------------	------------	------------	------------	-------------	------------	-------------

n. Other Pre-Exercise Costs (e.g., Batteries, Construction Materials):

Identify other costs not identified in the above categories and provide justification for why these costs are a direct result of participation in subject exercises.

o. Other During-Exercise Costs:

Identify other costs not identified in the above categories and provide justification for these costs.

p. Other Post-Exercise Costs:

Identify other costs not identified in the above categories and provide justification for these costs.

5. **Estimated Cost Summary** (Following is a summary of costs by command):

CE FSSG DIV WING MEB MEU

**TOTAL**

**PLANNING PHASE**

DSSC/OPEN PURCH

TAD

PACKAGED POL

R/A

OTHER PRE

**EXERCISE PHASE**

TAD

COMMUNICATIONS

CLASS II

CLASS III (P)

CLASS III (B)

CLASS IV

CLASS VIII

CLASS IX

CONTRACTS (INCLUDE CLASS VII)

DRMO/HazWaste

PWR

Environmental

OTHER DURING

**POST PHASE**

TAD

ENV/HAZMAT

PPP

TAP

REPL/REPL

OTHER POST

TOTAL:

ForO 7001.2C  
21 JUN 1994

**OTHER COST FACTORS**

STR LIFT  
PH&IT  
TOT/TOP  
SUBSISTENCE  
UDP FUNDS  
ERC  
BLUE \$ TAD

Appendix A to  
ENCLOSURE (6)

## ACCOUNTING PROCEDURES

### 1. Exercise Cost Collection

a. In order to document costs incurred for the Exercise Program, Financial Information Pointers (FIP) used in the supply and financial systems will be coded to permit retrieval of expense data. This is accomplished by a unique Job Order Number (JON) structure devised to capture exercise cost data. The appropriate BRC within the JON/FIP is the basis for cost collection and final adjustment by the MEF Comptroller. Only obligations properly entered into the accounting system will be funded out of the exercise budget.

b. It is essential that the JON/FIP be cited on all requisitions for material, orders for services, TAD orders, and any other financial transactions creating an obligation of funds which support these exercises.

c. In order to accommodate the Travel Purpose Category coding and reporting requirements, the Standard Document Number (SDN) structure for TAD orders is modified slightly from the JON/FIP structure used for material/service support requirements (see Appendix A to this enclosure).

### 2. Budget Reporting Codes

a. Exercises will be assigned a unique two digit Budget Reporting Code (BRC).

b. BRCs will be published annually in the III MEF Budget Manual (Appendix E) and will also be included in the annual III MEF Fiscal LOI as well as Change 1 for each exercise.

c. It is the responsibility of each command to use the applicable code for the requisition of material/service and/or TAD requirements. The code should be positioned according to the JON/FIP structure shown on page 3 of this enclosure.

d. Only obligations entered properly into SABRS using the correct BRC will be funded out of the III MEF Exercise Fund budget.

3. Weekly Available Balance (WAB) Reports. The parent command Comptroller will request WAB reports from the OCE, as required.

ENCLOSURE (7)

ForO 7001.2C  
**21 JUN 1994**

4. Journals and Receipt Documents. The parent command Comptroller of the OCE will provide guidance for maintenance of fiscal journal and collection of receipt documents. The parent command must maintain all receipt documents according to existing accounting regulations.

5. MIPR Management. The parent command Comptroller must carefully manage exercise MIPR's to ensure the documents are modified (or deobligated) as soon as actual expenses are known so that no more than the required amount of funding is tied up against the MIPR. Vigorous actions to liquidate and close MIPR's are required during the 4th quarter of the fiscal year in order to avoid reverting dollars.

ENCLOSURE (7)



**JON STRUCTURE FOR III MEF EXERCISES COST COLLECTION (RA)**

<u>POSITION</u>	<u>DESCRIPTION</u>
1 - 2	FUND CODE
3	FISCAL YEAR
4 - 5	COST CENTER
6 - 7	COST ACCOUNT CODE
8 - 9	DECISION UNIT CODE
10 - 11	SUBCOST CENTER
12 - 13	BUDGET REPORTING CODE
14	ELEMENT OF EXPENSE

**FIP STRUCTURE FOR III MEF EXERCISES COST COLLECTION (PE)**

<u>POSITION</u>	<u>DESCRIPTION</u>
1 - 6	ACTIVITY ADDRESS CODE (AAC)
7 - 8	FUND ADMINISTRATOR (FA)
9 - 10	WORK CENTER (WC)
11 - 12	FUND CODE (FC)
13 - 16	OBJECT CLASS/SUBOBJECT CLASS (OC/SOC) *
17 - 20	COST ACCOUNT CODE (CAC) *
21 - 22	BUDGET REPORT CODE (BRC) *
23 - 26	LOCAL USE (LU) CODE
27 - 29	REIMBURSABLE ORDER NUMBER (RON)
30	REIMBURSABLE BILLING CODE (RBC)

\* A DETAILED LISTING OF APPROPRIATE OC/SOCs, CACs, AND BRCs ARE INCLUDED IN THE III MEF BUDGET MANUAL OR MAY BE OBTAINED FROM ANY MSC AC/S, COMPTROLLER OFFICE.

Appendix A to  
ENCLOSURE (7)